



PAYMENT OPTIONS FOR THE GOVERNMENT TRAVEL CHARGE CARD





OVERVIEW



- Purpose
- Payment Options
- Frequent Travelers
- Deployments & Extended TDY





PURPOSE



- Provide guidance to travelers for different payment options
- Difficult to pay on time
 - Always on the road
 - Waiting for the settlement
 - Gone TDY too long





PAYMENT OPTIONS



- Pay by check
- Pay by phone, “Speed Pay” (\$10)
- Pay through “autopay”
- Pay by wire transfer
- Pay by PC (Personal Computer)





CHECK



- Receive the bill
- Write a check
- Lick the stamp
- Mail the payment





SPEED PAY



- Pay your bill by phone, 1-800-472-4124
- Electronic withdrawal from personal bank account (\$10 fee)
- Checking account information
 - Name & address of Bank
 - Account number
 - Routing number
- Once established, may be used without supplying account information



“AUTOPAY”



- Payments deducted from a Demand Deposit Account
- Full amount deducted
- Posted two business days of receipt of transaction
- Discontinued if returned more than three times.



WIRE TRANSFER



- Initiate with cash letter from financial institution
- Payments before 1400 Eastern Time posted same business day
- Payments after 1400 Eastern Time posted following business day





PERSONAL COMPUTER



- Posting date for payments is date transaction is electronically presented
- Payment is visible on account immediately





FREQUENT TRAVELERS



- No information about account?
 - Get EAGLS access
 - View transaction/statement information on-line
 - Unit APC can help
- Bank of America Customer Service is available 24 hours a day
 - Easy
 - Fast
 - Accurate





DEPLOYMENT & EXTENDED TDY



- Going TDY for more than 45 days
- Before you go, ask for interim payment of accrued travel entitlements
 - Paid every 30 days
 - Per diem, lodging, & transportation expense
 - Paid to your EFT account
- If you didn't ask before you left, fax a copy of your orders to finance